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14 February 1961

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MEMORANDUM FOR: Chief, Salary and Wage Division

VIA : Comptroller

SUBJECT : Additional Position - [REDACTED] Station

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1. Based on information contained in the attached dispatch from the [REDACTED] Station permission is requested to allow the assignment of an additional GS-9 Finance Operations Assistant to position 332.

2. While we do not have available workload measurement data we are satisfied that there exists a definite need for additional support assistance at the [REDACTED] Station. Our desire to assign a well qualified GS-9 Finance Operations Assistant at this time is to insure that all possible assistance be given the Station in relieving the backlog of work. In addition this will permit a GS-9 replacement to be in place when the tour of the incumbent of position 332 ends. After a reasonable period the Station will forward a position description which will serve as a basis for your office to determine an appropriate grade level.

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3. It is realized that for a period of approximately three to four months this will create an additional staffing authorization in the SF Career Service. It has been recommended by the Chief of Station, [REDACTED], that position 774, Finance Officer GS-12, not be filled at the expiration of the current incumbent's tour which ends in June 1961. This recommendation is based on a considerable curtailment of functions of the Repatriation Center. At such time as this position becomes vacant action can be taken to transfer the authorization to [REDACTED] to cover this additional position.

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4. Your early consideration and approval of this request will be appreciated in order that arrangements can be made for filling this position.

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[REDACTED]  
C/WE/SS

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*O- C/Salary &  
Wage Division*

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5. The Office of the Comptroller has concurred in similar proposals in the past only to find in the end that the grade of the position turned out to be lower than the grade of the employee. We have one such case now in [REDACTED]

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6. The undersigned has been put on notice by WE Division that it is planned to reduce the personnel of the [REDACTED] Station by approximately 50 per cent sometime in the Spring 1961 and because of this reduction two staff officers could no longer be justified in the administrative shop. So it is planned by WE to cut out the GS-12 finance position, the duties of which will then be performed by the Administrative Officer. I am not at all sure that this is a sound course to take and will not be in a position to pass judgment until more information is presented. This may be a repetition of the [REDACTED] situation where we take away and then restore.

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7. Notwithstanding the discussion above, it is a well known fact that [REDACTED] needs additional help in its finance activities and I am in favor of supplying the help at the proper grade level. However, I must be assured that the SF Career Service will receive the required ceiling to cover whatever grade is established. When this point has been settled, the SF Career Service will immediately furnish the SF employee to fill the position.

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E. R. SAUNDERS  
Comptroller

Attachment  
Reference c.

ERS/epr

Distribution:

O&1 - Addressee

✓ 1 - Comptroller

1 - Cf Support. [initials]

Next 1 Page(s) In Document Exempt

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15 January 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Substitution of Position #629 for Deletion in  
Lieu of #332

REFERENCES: a. Memo of 10 Dec 59 for SSA-DD/S fr Comptroller,  
subject: Reduction in Personnel Requirements  
b. Memo of 30 Dec 59 for C/Mgt from SSA-DD/S,  
subject: Deletion of Staffing Complement  
Positions - WE

In reference a. the Comptroller requested that the [redacted] position of Finance Ops. Assistant, GS-09, 1-332.\*SF not be deleted until the end of the incumbent's tour. In reference b. Management was requested to delete #332 with an oral arrangement with S&W that deletion be postponed until the end of the incumbent's tour. Subsequently WE Support, SSA-DD/S, the Comptroller's office, Management and S&W have agreed that it is administratively preferable to delete now the unencumbered [redacted] position of Finance Assistant, GS-07, 1-629.\*SF in lieu of #332 as requested in ref.

[redacted]  
Asst. for Staff Support, SSA-DD/S

DMC:ja

Distribution:

- 1 - Mgt.
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ILLEGIB

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MEMORANDUM FOR: Special Support Assistant to the Deputy Director (Support)

SUBJECT : Reduction in Personnel Requirements

1. Reference is made to your memorandum of 12 October 1959, which contained an attachment reflecting positions proposed for deletion within DD/P. This Office concurs in the deletion of the following positions with conditions stated thereto:

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a. WE Division

Station

Finance Operations Asst. GS-9

Position #332

*delete  
7 per  
y/line*

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This Office had not been consulted with regard to the deletion of this position and, at the present time, William            GS-9, is in this slot and his tour of duty is not up until June 1960. Our discussion with Mr.            Chief, Support Staff, WE Division, indicates that this deletion is for the purpose of consolidating the Finance Operations Assistant with an Administrative Assistant into one GS-9 Admin-Finance Assistant. This Office will concur in the deletion of this position, providing there is an understanding that a qualified SF employee will be placed into the Admin-Finance Assistant position which requires the audit of travel and other claims together with the preparation of vouchers. It is felt that the Finance Officer of the Station would need the assistance of a GS-9 more so than a GS-7. It is difficult to make decisions of this nature without knowing the full facts. The trend seems to be to eliminate SF positions and make them Administrative positions.

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b. FE Division

Station

Finance Officer

GS-15

Position #3163

This Office has concurred in the deletion of this position at the expiration of the tour of the present incumbent in June 1960.

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Finance Officer

GS-9

Position #3857

No justification has been submitted for the elimination of this position. However, this Office would offer no objection to its deletion if operations [REDACTED] have been phased out, and the requirement no longer exists for one versed in finance work. At the present time, [REDACTED] GS-9, is slotted in this position and his tour does not expire until June 1961. If the position is to be eliminated then arrangements should be made to return Mr. [REDACTED] to Headquarters or reassign him to another field station. This office concurs in the deletion of the position No. 3246, Finance Officer, GS-12.

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c. EE Division

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Finance Officer

GS-14

Position #292

No objection to the elimination of this position.

2. Your attention is invited to the fact that the GS-15 Finance Officer (3163) and the GS-12 Finance Officer (3246) at the [REDACTED] Station were not included in the SF CSSA per instructions contained in your memorandum of 19 May 1959 and concurred in by DD/S on 26 May 1959. Hence, no reduction for these two positions should be effected in the ceiling for the SF Career Service. 25X1A6a

E. R. SAUNDERS  
Comptroller

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